

memorandum

Facilities, Security & Safeguards Division

Personnel & Information Security (FSS-15)

To/MS: Master Management

Secretaries/Administrators

From/MS: Paula S. Dransfield, MSB236

Phone/FAX: 7-0662/5-2919

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SUBJECT: ABSENCES GREATER THAN 90 DAYS

The Department of Energy requires that access authorizations be terminated for individuals who do not use their clearance for 90 days or longer.

- The 90-Day requirement for clearance termination applies to:
 - Maternity or other sick leave exceeding 90 days
 - Leaves of absence greater than 90 days for any reason
 - Entrepreneurial leave where a clearance will not be used at least once every three months
 - Industrial partnership or Professional Research & Teaching Leave (PR&TL) where a clearance is not required and the individual will not be returning to LANL at least once every three months
- Exception: DOE Albuquerque allows an annual justification for clearance retention for:
 - all special programs (UGS, GRA, PostDoc),
 - Laboratory Associates,
 - Guest Scientists,
 - Consultants.
- Clearance reinstatement averages ten days and should not delay an individual's re-entry into his/her normal work if Personnel Security is notified by completing and sending the Clearance Justification Form (DOE F5631.2C) two weeks before the individual returns to work. This form can be accessed from the following URL:

<http://www.lanl.gov/fss/fss-15/htmls/restricted/ps/mdfs/56312c.mdf>

This is an area that is under careful scrutiny by DOE Albuquerque and will be a focus for both their assessment in May 1 and the DOE Headquarters assessment in June. We appreciate your continuing support in helping us maintain a compliant security program.

Please call 7-0662 or email (psdrans@lanl.gov) if you have questions or comments.